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MEMORANDUM

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| To: EES Program Administrators All Asst. Regional Directors | Date: 8/20/09 |
| From: Bobbi Mariani, Director Economic and Employment Support | RE: Implementation Instructions - KEESM Revision 41 Effective 10/01/09 - Child Care Family Share Reduction |

This memo provides implementation instructions and information for the following October 1, 2009 change in the Kansas Economic and Employment Support Manual (KEESM):

CHILD CARE

Reduction in Family Share Deductions – Effective October 1, 2009, American Recovery and Reinstatement Act (ARRA) funding will be applied to the family share deductions of families receiving child care assistance to assist them with their out of pocket child care expenses. Families with incomes below 100% of the Federal Poverty Level (FPL) will have zero family share deductions from their subsidy benefits. Families with incomes from 100% to 185% of the FPL will have their family shares cut by approximately 50%. Being funded by ARRA, this reduction in family shares is temporary, and will be effective for the period October 1, 2009 through September 30, 2010.

This reduction in family share deductions will require that workers access active plans on each open child care case to apply the updated family share amounts. These updates will need to be made by Monday, September 28th when the October child care issuance is run. To assist with implementation, a listing of all child care cases with a family share deduction will be produced and sent to the field for use in this update. This listing will show all cases that had open plans with a family share deduction as of August 7th. Another listing will be generated on September 4th listing all child care cases with plans that were authorized after August 7th and have a family share deduction.

On Friday, August 21st, tables on the KsCares system will be updated to reflect the new family share deduction amounts. **This update will occur early Friday morning, and staff must not access KsCares until they receive notice that the update has been completed.** After the tables have been updated, any child care plans written

will reflect the new family share deduction amounts, including months prior to October. Those payments will not be considered as overpayments.

After the tables have been updated, each open child care case with a family share deduction must be updated as follows:

1. Go to INEL and press PF12 to update. The new family share will be displayed in the field at the bottom of the screen.
2. Go to each CHCP for each child care plan on the case that has a family share. On CHCP, the "Total Family Share" field at the bottom of the screen will have been changed automatically to the new family share for the case. You will then need to change the family share that currently appears on each of the unpaid months of that plan. If the plan is more than 6 months long, you must remember to press PF8 to view months 7 through 12.
3. After you have updated the family shares for any months on that plan, and on any other plans for that case, a new family plan will be printed automatically that night and mailed to that family indicating the new child care benefits for the next month. The wording of the footer on the family plans is being modified to explain this action.
4. Document the change in the case file.

Note: If the case has more than one plan with a family share, each of those plans must be updated on the same day so that when the family plan is printed that night, it has the correct benefits for each plan on that case.

Because child care expenses are an allowable deduction in determining food assistance benefit levels, families who also receive food assistance will see an impact on those benefits. The impact has been researched, and there are only about 62 cases statewide where the impact is enough to cause a countable QC error. Since risk for error is minimal in all other cases, only those 62 cases identified will need to be changed immediately. A volunteer in central office will change those 62 cases addressing both the child care and food assistance updates. A listing of those cases will be provided so that staff will know which cases they will not need to update. Field staff will be responsible for changing the child care expense on the remaining food assistance cases the next time they work them for review or interim report.

Further instructions will be sent as the September 30, 2010 date approaches and this temporary reduction in family shares ends.